

**ATTACHMENT # 8**

**COLSTRIP MEDICAL CENTER  
TRAUMA COORDINATOR JOB DESCRIPTION**

## **Colstrip Medical Center Trauma Coordinator Job Description**

**Subject:** Trauma Coordinator Job Description

**Job Summary:** The Trauma Coordinator is fundamental to the institution's trauma program development, implementation and evaluation. Working in conjunction with the Trauma Medical Director, the Trauma Coordinator is responsible for the organization of services and systems necessary for the multidisciplinary approach throughout the continuum of trauma care. The Trauma Coordinator's role should be structured to facilitate interaction with all units and disciplines involved with trauma care.

**Job Relationships:** Responsible to the Urgent Care Department Nursing/Medical Director and for trauma program quality improvement purposes, to the Trauma Medical Director.

### **Duties & Responsibilities:**

#### **A. Clinical Practice:**

1. To develop and evaluate trauma policies and protocols and keep trauma policy manual updated in each unit.
2. To assist Trauma Medical Director in multidisciplinary committee meetings.
3. To be responsible for all aspects of the CMC Trauma Registry.
4. To identify trauma-related equipment and supplies necessary in the Urgent Care and all areas at CMC participating in trauma care at Colstrip Medical Center and makes recommendations to Medical Director and/or Administrator for purchase and/or maintenance.
5. To respond to Urgent Care for all trauma team activations when in-house and as requested by the On Call Provider.
6. To assist Medical Provider in resuscitation and initial evaluation of trauma patients in Urgent Care. Includes trauma recording, assisting with and performing minor procedures, wound closure, splinting, and coordination of care.
7. Initiate and facilitate work- up of any additional complaints, new findings, and complications.
8. To assist department directors in annual budget preparation related to trauma issues
9. To organize/facilitate quarterly trauma committee meetings.
10. To help and coordinate community education programs under the supervision of the Trauma Medical Director.

**B. Quality Assurance:**

1. To coordinate and be responsible for quality assurance activities relating to trauma care from pre-hospital through discharge.
2. To assist in the development of audit tools for all areas participating in trauma care.
3. To compile, review and audit all trauma death summaries with the Trauma Medical Director and the Trauma Committee (as composed from time to time by CMC).
4. To assist in compilation and presenting of routine quality review of trauma patients for trauma committee.
5. To be responsible for identification, documentation, and resolution of all progress improvement issues.
6. To be responsible for document preparation and other requirements for rural trauma center as per ACS and the State of Montana verification.

**C. Education:**

1. To conduct an ongoing assessment of the trauma educational needs of staff in the Clinic in conjunction with the Trauma Medical Director.
2. To assist Medical / Nursing Staff in obtaining information related to ATLS certification and trauma-related CME's.
3. To participate in Montana Rural Trauma Advisory Committee.
4. To coordinate and participate in trauma/injury prevention education throughout the community.

**D. Outreach:**

1. To establish and maintain effective communication with Colstrip Medical Center's outreach programs.

**E. Research:**

1. To assist Trauma Committee in developing protocols and compilation of data.
2. To identify and advise CMC of trauma protocols opportunities.
3. To assists in data collection through the Montana Trauma Registry.

**F. Professional Standards:**

1. Attend continuing educational seminars and activities to keep abreast of current trends and issues in trauma care, as approved by the CMC Administrator and/or Trauma Medical Director
2. Participate in local, state, and regional trauma-related activities as indicated to maintain and develop appropriate political insight and relationships.
3. To help identify any changes in national standards and assist in making revisions to Clinic's policies/standards to assure compliance with national standards.
4. Actively participate in the development, implementation and evaluation of the Montana trauma system.

**G. General:**

1. Work cooperatively and productively with CMC's Administrator, his designee, the Board of Directors and any CMC committee assigned from time to time to trauma issues, the Trauma Medical Director, Nursing Director and CMC Supporting Staff.
2. Work cooperatively and productively at all times with physicians, nurses, other providers and staff, patients and families affiliated with or participating in the Trauma Program.
3. Prepare and present to CMC Staff and Administrator an annual report covering results, accomplishments, goals and objectives of Trauma Coordinator and the operation of the Trauma program at CMC.
4. Such other reasonable duties and responsibilities that may be assigned from time to time by Trauma Medical Director and / or the Medical Staff with respect to trauma issues.

**Qualifications:**

1. Training & Experience: Demonstrated expertise in trauma care
2. Documented continuing education as required per APRN license related to trauma.
3. ACLS, PALS, and TNCC mandatory.

Approved by:

  
Trauma Medical Director

  
CMC Administrator

Effective Date: August 2009